

CITY OF BALTIMORE

MARTIN O'MALLEY, Mayor



MINORITY AND WOMEN'S BUSINESS  
OPPORTUNITY OFFICE

Room 101, City Hall  
100 N. Holliday Street  
Baltimore, Maryland 21202  
410-396-4355

DEAR APPLICANT:

Attached is an Application for Certification as a Minority/Women's Business Enterprise. The Application includes an Affidavit, which must be completed, signed and notarized. Also included is a list of documents that must be submitted with the Application. After the Minority and Women's Business Opportunity Office (MWBOO) receives your Application, your business may receive a visit from the Staff of MWBOO or requests for additional information.

Article 5, Subtitle 28 of the Baltimore City Code now requires that the City's efforts to remedy discrimination be limited to the Baltimore City Market Area, the geographic regions of Maryland where the City conducts the majority of its business. For that reason, Baltimore City certification as an MBE or WBE will be limited to the following geographic areas for the indicated business categories:

**Construction**

Baltimore City  
Baltimore County  
Howard County

**Services**

Baltimore City  
Baltimore County  
Anne Arundel County

**Commodities**

Baltimore City  
Baltimore County  
Anne Arundel County  
Howard County  
Montgomery County  
Prince George's County

**Architectural and Engineering**

Baltimore City  
Baltimore County  
Anne Arundel County

In order to qualify for certification, you must submit with your Application proof that your business has an operating office in the Baltimore City Market Area.

**Only businesses that have been in operation for at least 12 months are eligible for certification.**

Very truly yours,

/s/

Thomas B. Corey  
Chief

Minority and Women's Business Opportunity Office

BALTIMORE BELIEVE

1-866-BELIEVE • [www.baltimorebelieve.com](http://www.baltimorebelieve.com)

## APPLICATION FOR CERTIFICATION

Submit to MWBOO, Dept. of Law  
101 City Hall, 100 N. Holliday Street,  
Baltimore, MD 21202 410-396-4355

### CITY OF BALTIMORE MINORITY AND WOMEN'S BUSINESS OPPORTUNITY OFFICE

Business Name \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip code \_\_\_\_\_

County \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

Email address \_\_\_\_\_

Contact person \_\_\_\_\_  
(Name and Title)

Business has been in operation since \_\_\_\_\_

Number of permanent employees \_\_\_\_\_

Largest job you have completed \_\_\_\_\_

Average Contract Size    <\$25K \_\_\_\_\_    \$25K - \$50K \_\_\_\_\_  
                                     \$100K \_\_\_\_\_    \$250K \_\_\_\_\_  
                                     \$500K \_\_\_\_\_    \$1M \_\_\_\_\_    >\$1M \_\_\_\_\_

If bonded, largest job for which you are bonded \_\_\_\_\_

Federal I.D. Number \_\_\_\_\_ Or S.S.N. \_\_\_\_\_

Services for which business requests certification \_\_\_\_\_

#### Structure of Business

- ☐ Sole proprietorship  
☐ Partnership  
☐ Corporation  
☐ LLC

#### Controlling Interest (check all that apply)

- ☐ Male    ☐ Female  
☐ African American  
☐ Hispanic American  
☐ Native American  
☐ Asian American

Has business ever been certified as MBE or WBE?    \_\_\_\_\_ Yes    \_\_\_\_\_ No

Has business ever been denied certification?    \_\_\_\_\_ Yes    \_\_\_\_\_ No

Has business been prequalified by the City of Baltimore?    \_\_\_\_\_ Yes    \_\_\_\_\_ No

**Current Owners**

Name of owner	Minority?	Female?	Number of shares	Hours worked in the co. per week

**Current Board of Directors**

Name of Director	Minority?	Female?	Date elected	Hours worked in the co. per week

**If additional space is necessary, attach a separate sheet.**

**Are any of the owners or directors related to one another? If yes, state names and relationship (example: husband and wife, father and son).**

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**Officers of the business:****Name****Title**

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**MBE/WBE CERTIFICATION DISCLOSURE AFFIDAVIT**

**I hereby affirm that:**

**I am the duly authorized representative of \_\_\_\_\_**  
**(name of business)**

**and I possess the legal authority to make this Affidavit on behalf of myself and the business for which I am acting.**

**Upon return of the documents submitted with this Application, \_\_\_\_\_**  
**(name of business)**

**will keep and maintain the documents as a package, without alteration, for the duration of the certification.**

**I understand and acknowledge that, at any time during the certification period, The Minority and Women's Business Opportunity Office (MWBOO) may request that the complete package of documents, as originally submitted, be returned to MWBOO. Upon receipt of any such request, the complete package of documents shall be delivered to MWBOO within five (5) business days. I understand and acknowledge that failure to return the complete package of documents within the prescribed time may result in decertification.**

**If my business becomes certified by MWBOO, I agree to provide the City of Baltimore information regarding actual work performed on any City project, the payment I receive for performing that work, and any proposed changes to agreements to perform work on any City project. I will permit the audit and examination of books, records, and files of \_\_\_\_\_**  
**(name of business)**  
**by authorized representatives of the City.**

**If my business becomes certified by MWBOO, I agree to immediately notify MWBOO any change of address and any change in the ownership or control of \_\_\_\_\_.**  
**(name of business)**  
**\_\_\_\_\_ will continue to comply with Article 5,**  
**(name of business)**

**Subtitle 28 of the Baltimore City Code for as long as certification by the City of Baltimore is in effect.**

**I DO SOLEMNLY DECLARE AND AFFIRM UNDER THE PENALTIES OF PERJURY THAT THE CONTENTS OF THIS AFFIDAVIT ARE TRUE AND CORRECT.**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**Printed Name**

\_\_\_\_\_  
**Date**

**Sworn and subscribed before me this \_\_\_\_\_ day**  
**of \_\_\_\_\_, \_\_\_\_\_**

\_\_\_\_\_  
**Notary Public**

## REQUIRED DOCUMENTS

**MWBOO review of application cannot be completed until all required documents have been submitted.**

Document	Check if not applicable	Check if attached
Description of major equipment owned or rented by your business, including copies of any rental agreements or proof of ownership (titles, invoices, etc.)		
Proof of stock purchase by all owners		
List of sources of capital investment other than stock purchase, including silent, outside, or other investors, personal savings, loans, etc.		
If business has ever been bonded, a copy of the latest bond		
Description of last 3 jobs, dollar amount of each job, date completed, and name of prime contractor		
Description of affiliation with other businesses or with a principal of any other business		
Current financial statement consisting of a balance sheet and operating statement, covering a one year period, prepared on the letterhead of, and signed by an independent accountant		
Prior 2 years federal tax returns for the business. If business is less than 2 years old, submit personal tax returns for the principals. List business federal I.D. number		
Articles of Incorporation, Partnership Agreement or Articles of Organization		
By-Laws		
Minutes of organization meeting and meetings reflecting stock transfers, stock sales, and election of officers		
Employment Agreements		
Stock purchase agreements or stockholder agreements		
Copy of annual Certificate of Good Standing from the Maryland State Department of Assessments and Taxation. (410)767-1340		
Copies of all State and local licenses required for your business. If license is in the name of an individual, also submit proof of employment by the business.		

<b>Document</b>	<b>Check if not applicable</b>	<b>Check if attached</b>
Copies of current resumes for all principals of the business		
Proof of operating office in the Baltimore City Market Area and any other lease agreement(s) for office space, warehouse and/or storage area		
Proof of minority and/or female status for each owner, director and officer. Proof may be in the form of copy of driver's license, passport or birth certificate showing race/sex. If Asian or Hispanic American, proof must show country of origin If Native American, proof must be in the form of tribal roll membership registration or other official proof of tribal affiliation.		
For business incorporated outside the State of Maryland, foreign license obtained from the Maryland State Department of Assessments and Taxation, (410) 767-1340		